



CITY OF HOUSTON

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February 21, 2011

SUBJECT: Letter of Clarification No.1
Grounds Maintenance and Landscape Services for General Services Department

REFERENCE: Invitation to Bid No.: S10-L23847

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Section B, Scope of Work, Article 17.0 Sprinkler System Maintenance, Page 14 of 45, the following Provision has been **added**:

17.1.6 Contractor shall prepare sprinkler systems for inclement weather and freezing conditions.

17.1.6.1 Turn off master valves;

17.1.6.2 Turn off timers;

17.1.6.3 Drain system; and

17.1.6.4 Protect vacuum breaker from freeze damage.

2. Section B, Scope of Work, Article 25.0 Invoicing and Payment, Page 15 of 45, the following Provision has been **revised**, and now shall read:

25.2 A billable invoice shall be prepared for charges incurred by all Department location services and referencing the contract Fee Schedule during the period of the first through the last work day of the current month. Each invoice shall show the contract number, Bid line item number and location description to mirror the contract Fee Schedule. Copies of each signed and itemized billable invoice shall be attached in support of the charges indicated. Failure to provide such copies shall delay payment of the entire invoice.

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Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

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GROUNDS MAINTENANCE AND LANDSCAPE SERVICES FOR GENERAL SERVICES DEPARTMENT
SOLICITATION NO. S10-L23847

- The following questions and City of Houston responses are hereby incorporated and made a part of the ITB:

1. Vendor Question: "Regarding Section B 1.1 (Location #30), is that a shopping center? If so, does the vendor take care of all the property or just suite number F?"

COH Answer: "The correct address is 7233 Ave. F."

2. Vendor Question: "Are there sites with no water available?"

COH Answer: "If a building exists on site, there should be water available."

3. Vendor Question: "What are the sites that have functioning irrigation systems and that need system sensors?"

COH Answer: "We know for sure that these sites have sprinklers. (There may be more and we do not know which may require sensors.) The successful vendor will make recommendations on which sites they should be installed:

- | | |
|-----------------------------|---------------------------|
| 1. North Command HPD | 8. Midwest HPD |
| 2. Northeast Command HPD | 9. Clear Lake HPD |
| 3. Mounted Patrol HPD | 10. Southeast HPD |
| 4. Northeast MSC Health | 11. Westside HPD |
| 5. Denver Harbor MSC Health | 12. Health Administration |
| 6. Academy HPD | 13. McNair HPD |
| 7. Hiram Clark MSC Health | |

4. Vendor Question: "Billing: is billing a flat rate monthly average, or by trip?"

COH Answer: "Billing will be by [trip]."

5. Vendor Question: "I noticed that after carefully reviewing the bid, there are some locations that are listed on both Section A and Section D for mowing and trimming. **Section A** is for Weeding, Weeding Beds, Mowing, Trimming, Spot Treatment for Insects and Clean Up, for a Total of 35 times per year and **Section D** is for Mowing, Trimming and Light Trash Pickup for a Total of 9 times per year. Would like to make sure that I'm clear for locations that appears in both sections, the 35 times supercedes the 9 times that the locations will be serviced?"

COH Answer: "7413 Park Place should only be in Section D (9 Times), and any other duplications should be bid in both sections."

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6. Vendor Question: "Section D - locations 6515 Lyons and 7330 N. Wayside both are Fire Stations, and was told that the employees are responsible for cutting the station grass, and in addition, there are no vacant lots. What is the vendor's responsibility for servicing these locations?"

COH Answer: *"6515 Lyons: Communications Tower area behind the fire station. 7330 N. Wayside: Utility Purpose Building behind fire station."*

7. Vendor Question: *"The property listing from the website is different from the property listing that was included in the bid package. Which list should I use?"*

COH Answer: *"The Electronic Bid Form governs. Please price the line items on the Bid Form: Sections 1A (35X); 1B & 1C (1X); 2D & 2E (9X); 3F (Unit Markup); and 3G (Hourly Labor)."*

8. Vendor Question: "You stated that Article 25.2, page 15 of 45 would be clarified. If true, fine, if not please clarify.

COH Answer: *"See answer to 25.2 below."*

9. Vendor Question: "Was the Pre-Bid Meeting a mandatory one?"

COH Answer: *"No. Per the notification of the E-bid Website, the answer is no, not mandatory."*

10. Vendor Question: "Can a minority company bid with more than one company? Bid as a prime company, but bid as a subcontractor with another company?"

COH Answer: *"Yes, a vendor can bid as a prime vendor, and bid as a potential subcontractor to one or more other competing prime vendors."*

11. Vendor Question: "What is the budget for this contract?"

COH Answer: *"The soft estimate is \$2M."*

12. Vendor Question: "Will this contract be awarded to one company or will the contract be divided up to best suit the City of Houston's budget. Meaning that the contract can be awarded to several companies?"

COH Answer: *"This is defined on page 2 of the bid solicitation."*

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13. Vendor Question: "Once the vendor fills out the online Bid Form, can the Bid Form be printed out? Those are the forms we submit into your office on the same bid date?"

COH Answer: *"Yes they can be printed out. Once you log on as a verifiable vendor, pull down and read the solicitation files and then proceed to complete the Bid Form. Follow the instructions for printing online and follow the instructions found within the bid solicitation document for bidder's requirements and submittal procedures."*

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



DM Greg Hubbard
Senior Procurement Specialist
City of Houston, Strategic Purchasing Division
832-393-8748

Cc: L23847 Solicitation File

END OF LETTER OF CLARIFICATION NO. 1

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